Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDS/OF-106

1. TITLE OF REPORT (if a fill-in report include Form No.) Inventory of Property-In-Use Account and Administrative Equipment	2. TYPE OF REPORT	X	STATISTICAL
			NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	X	PERSONNEL		TRAINING		ADMIN. GENERAL
		LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		

| 4. NO. OF COPIES PREPARED
 2 | 5. FREQUENCY (weekly, monthly, quarterly, etc.)
 Annually | 6. DISTRIBUTION (No. of components not number of copies)
 2 |

7. FORMAT (memorandum, form computer print-out, etc) Memorandum	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	
	X	NO		STAT

| 10. PREPARING COMPONENT (include lowest level contributing information to report)
 OF/SS | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
 Machine listing forwarded to OF/SS by O/Log |

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-10	$ 5.75		2		$ 11.50		1		$ 11.50
GS-13	9.94		1/4		2.49		1		2.49
			2 1/4		$13.99				$13.99

B. COSTS OF COMPUTER PRODUCED REPORTS

| TOTAL COSTS PER YEAR | $ 13.99 |

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

O/Log requires verification of computer prepared inventory in order to keep accurate record of equipment assigned to a component.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
	RETAIN AS IS	XX OTHER (explain) to be determined by Log		
	CHANGE			
	DISCONTINUE			

| 16. DATE OF INVENTORY | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | 18. EXTENSION |

FORM 142

Classification

(22-36-43)